

Fairfax County Neighborhood and Community Services
Athletic Services Division
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Fairfax, Virginia 22035-1115
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athleticservices@fairfaxcounty.gov

Facility Property Damage Report

Community groups are responsible for damages that occur during their recreation use of fields. This form must be completed for each incident. Damages during use by other groups not associated with NCS are not your group's responsibility, but if you are aware of any such damage, please complete as much of this form as possible so the information may be made available to the proper officials. Please be specific and thorough with your information. Mail, email, or fax this form to NCS.

Name of School or Park: _____

Date of Damage: _____ Time of Damage: _____

NCS responsible: Yes____ No____

Individual responsible for damage:

Name: _____ Phone: _____

Address: _____

Describe in detail the damage: _____

Location of Damage: _____

Explain how damage occurred: _____

If necessary, use reverse side for additional information.

Signature of Field Director

Date